

Financial Planning Association of Los Angeles (FPALA)  
Board of Directors  
Expectations and Qualifications

**Eligibility for Board Service**

Any individual member of the Association who has elected FPALA as their local membership chapter and who has been a member in good standing for at least one (1) year may be elected a member of the Board. Public member(s) if applicable per current FPALA bylaws shall not be required to have been a member of the Association prior to his or her election.

***Guideline:** It may be a conflict of interest to serve simultaneously as both a chapter leader and on the national board of directors. Although the interests of FPA as a whole and those of our chapters are fully integrated and aligned, the interests of a particular chapter may be in conflict, at times, with the interests of the whole of FPA. That's why many of our national board members are former chapter leaders but none serve both roles at the same time.*

**Election Process:**

The election process is designed to build chapter leadership by identifying, cultivating, and ultimately electing competent, forward-thinking members of the board of directors. Candidates for the board of directors will demonstrate such qualifications as the board of directors and the Nominating Committee have determined are important. Elements of the process include:

- Consideration of composition (size, skills and strengths needed or wanted) of the board
- Nominations (timeline, outreach, application and/or review process)
- Recommended slate of candidates
- Election meeting or relevant voting process
- Follow-up for orientation and welcome onto the board of directors

**Board Meetings:**

The FPALA Board generally meets twelve times each year in-person for 1-hour meetings (monthly meetings). The FPALA board holds quarterly educational meetings, a board orientation in the first quarter or sooner, and a board strategic planning session, generally in the early Fall or sooner. Board meetings are held each month of the calendar year. Board members are expected to attend all board meetings and inform of expected absences. Three absences could result in a meeting with officers and possible forfeiture of board service.

In addition, selected board members are invited to attend the annual Chapter Leadership Conference in November/December for onboarding and officer training.

**Time Commitment: 6-8 hours monthly, minimum**

Beyond the Board in-person and conference call meetings, attendance at chapter events, including our Annual Summit, is requested. Recognition of this request and the time and attention required to fulfill it is encouraged. Other FPA national conferences are optional, unless a board member is somehow directly involved in a particular conference.

The amount of time various board members may need to spend to be prepared to actively participate in board decisions varies, depending upon your personal organizational skills, committee involvement activities, or any ad hoc additional action items or task forces that you agree to take on.

**Serving on Committees:**

1-2 hours monthly individual board members are asked to serve as members of one or more committees. These may be liaison roles (liaison to the board), or in some cases chair roles, or advisor roles (advising the board or staff).

**Role of the Board & Executive Director:**

The FPALA Board of Directors strives to operate at the highest level of strategic thinking, guided by our core values. We lead and govern as a community to create and advance FPALA's strategic framework and our chapters' Vision and Mission and current strategic plan.

**Orientation:**

New board members go through an orientation process that may begin as early as your discussions with the nominating committee and culminating in a full board orientation meeting as early in the calendar year as the chapter scheduling options allow. On January 1<sup>st</sup> or earlier, new board members receive access to the board member pages on the chapters' website, an online resource for board-specific information. It is important to be thoroughly familiar with this material, and to regularly visit the Virtual Board Room for updates and current discussions.

**Expenses:**

Expenses incurred while attending FPALA Board meetings as well as other FPA-requested travel will not be reimbursed by the chapter. As determined by the board, expenses incurred for the FPA Chapter Leadership Conference (CLC) will be reimbursed or prepaid through the Treasurer and in accordance with chapter reimbursement policies.